



December 20, 2017

**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number UNFPA/USA/RFP/17/035 (1)**  
For the establishment of a:  
**LONG TERM AGREEMENT**  
In regards to:  
**PROVISION OF EVALUATION SERVICES (2)**

**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 services.

**LOT 1:** Evaluations of humanitarian assistance

**LOT 2:** Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation

**LOT 3:** Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights

Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. **Your company may bid for any of the three LOTs, for any combination of the three LOTs, or for all three LOTs.** Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA.

2. 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

3. 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.
4. 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 envelopes or 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 **February 7, 2018 at 13:00 Copenhagen time**<sup>1</sup>: **(3)**

- a. Your Technical Bid and Financial Bid must 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.
5. Bids received after the stipulated date and time will be rejected.
6. 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, Contracts Associate, at [velinova@unfpa.org](mailto:velinova@unfpa.org) no later than January 31, 2018 and indicate whether or not a Bid shall be submitted, **as well as for which of the three LOTS**. 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.
7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: Ms. Lilia Velinova, Contracts Associate, at [velinova@unfpa.org](mailto:velinova@unfpa.org) 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.
8. 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>  
  
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.
9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
10. 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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<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



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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 around the world.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with multiple suppliers for 3 years. In addition to the initial term, the LTA(s) will have the option of one two-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.
- 1.4. Upon the establishment of the LTA(s) with successful Bidder(s). Secondary Bidding procedures are described in Section 36.

#### 2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.
- 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.
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- 2.7.1. The completed Joint Venture Partner Information Form,
  - 2.7.2.
  - 2.7.3.
  - 2.7.4.
  - 2.7.5. SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 2

**LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation**

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: *(insert currency)*

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only)	Total
<b>1. Professional Fees</b>				
1.	Team Leader (or two co-team leaders)		190	
2.	Senior thematic experts in FGM and harmful practices		90	



3.	Senior thematic expert in gender equality and on social norm change		90	
4.	Local experts (each)		35	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>2. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
5.	Translation (English to French), including editing		7,500	
6.	Translation (English to Spanish), including editing		7,500	
7.	Professional editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
8.	Interpretation (English - French)		5	
9.	Interpretation (English - Spanish)		5	
10.	Interpretation (English - Portuguese)		5	
11.	Interpretation (English - Arabic)		5	
12.	Interpretation (English – Russian)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 2, financial evaluation purposes only</i></b>				

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



## SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 3

### LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: (insert currency)

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only)	Total
<b>1. Professional Fees</b>				
1.	Team Leader		125	
2.	Evaluator (thematic area: Family Planning)		90	
3.	Evaluator (thematic area: Sexual and Reproductive Health and Rights)		90	
4.	Evaluator (thematic area: Maternal Health)		90	
5.	Evaluator (thematic area: Health Systems of Developing Countries and Humanitarian Settings)		90	
6.	Evaluator (thematic area: Health Logistics and Procurement)		90	
7.	Evaluator (thematic area: Gender and Human Rights)		90	
8.	Data analyst/researcher		45	
9.	Organization and logistics assistant		30	
10.	Local experts		90	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>2. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
11.	Translation (English to French), including editing		7,500	
12.	Translation (English to Spanish), including editing		7,500	
13.	Editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
14.	Interpretation (English - French)		5	
15.	Interpretation (English - Spanish)		5	
16.	Interpretation (English - Arabic)		5	
17.	Interpretation (English - Russian)		5	
18.	Interpretation (English - Chinese)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 3, financial evaluation purposes only</i></b>				

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





2.7.6. SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and

2.7.7. All parties to the JV shall be jointly and severally liable; and

2.7.8. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded an LTA, during the validity of the LTA.

### **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:	Joint Venture Partner Information Form
Annex G:	Checklist of Bid Forms



Section VII:	Contractual Forms
Annex A:	Template of Proposed Long Term Agreement

- 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  
Contracting 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 January 17, 2018 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.

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



## **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.

### **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. Does not apply (9)**

- 15.1.

### **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 in PDF 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; Section V: Supplier Qualification Requirements
- 17.1.6. Completed Joint Venture Partner Information Form;
- 17.1.7.
- 17.1.8.
- 17.1.9.
- 17.1.10. SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 2

**LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation**

- 5. Submit this document in a separate email from the Technical Bid.
- 6. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
- 7. If one evaluator covers more than one thematic area, please indicate so on the form.
- 8. Please indicate the currency of the bid: *(insert currency)*

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only)	Total
<b>3. Professional Fees</b>				
1.	Team Leader (or two co-team leaders)		190	
2.	Senior thematic experts in FGM and harmful practices		90	
3.	Senior thematic expert in gender equality and on social norm change		90	
4.	Local experts (each)		35	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>4. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
5.	Translation (English to French), including editing		7,500	
6.	Translation (English to Spanish), including editing		7,500	



7.	Professional editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
8.	Interpretation (English - French)		5	
9.	Interpretation (English - Spanish)		5	
10.	Interpretation (English - Portuguese)		5	
11.	Interpretation (English - Arabic)		5	
12.	Interpretation (English – Russian)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 2, financial evaluation purposes only</i></b>				

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



## SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 3

### LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights

5. Submit this document in a separate email from the Technical Bid.
6. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
7. If one evaluator covers more than one thematic area, please indicate so on the form.
8. Please indicate the currency of the bid: **(insert currency)**

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only)	Total
<b>3. Professional Fees</b>				
1.	Team Leader		125	
2.	Evaluator (thematic area: Family Planning)		90	
3.	Evaluator (thematic area: Sexual and Reproductive Health and Rights)		90	
4.	Evaluator (thematic area: Maternal Health)		90	
5.	Evaluator (thematic area: Health Systems of Developing Countries and Humanitarian Settings)		90	
6.	Evaluator (thematic area: Health Logistics and Procurement)		90	
7.	Evaluator (thematic area: Gender and Human Rights)		90	
8.	Data analyst/researcher		45	
9.	Organization and logistics assistant		30	
10.	Local experts		90	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>4. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
11.	Translation (English to French), including editing		7,500	
12.	Translation (English to Spanish), including editing		7,500	
13.	Editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
14.	Interpretation (English - French)		5	
15.	Interpretation (English - Spanish)		5	
16.	Interpretation (English - Arabic)		5	
17.	Interpretation (English - Russian)		5	
18.	Interpretation (English - Chinese)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 3, financial evaluation purposes only</i></b>				

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





- 17.1.11. SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 17.1.12. Copy of last five 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, signed. 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. **Bidders may submit proposals for any of the three LOTS, for any combination of the three LOTS, or for all three LOTS.** However, within each LOT, all requested services must be included. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 19.2. Alternative bids are not accepted. In the event of a supplier submitting more than one bid, the following shall apply:
  - 19.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
  - 19.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

## 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. Bidders submitting bids for more than one LOT must proceed as follows:
  - 1) Bid forms and all supporting documentation may be in one or more files, but should be separate from the files with the Technical Proposals.
  - 2) If bidding for more than one LOT, the Technical Proposal for each LOT must be in a **separate file**.
  - 3) The separate files with the Technical Proposal for each LOT, as well as the file(s) with the bid forms and the supporting documentation, may be submitted in one e-mail.
  - 4) If bidding for more than one LOT, the Financial Bid for each LOT must be **in a separate file** from other Financial Bids and from the Technical Bids.



5) The **separate files** with Financial Bids for each LOT may be submitted in one e-mail.

Technical Bids and Financial Bids **must be submitted in separate e-mails**.

20.2. UNFPA provides alternative methods 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/17/035, Company Name, and specify “Technical Bid” or “Financial Bid”. Example below:

20.3.1.1. UNFPA/USA/RFP/17/035, Company name, Technical Bid email X

20.3.1.2. UNFPA/USA/RFP/17/035, 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.

## **D. BID OPENING AND EVALUATION**

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

- 24.1. UNFPA will conduct an internal Bid opening on February 7, 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.

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

**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
  - 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 and independent evaluation process for each of the three LOTs. For LOT 1 and LOT 3, each proposed team leader will be evaluated separately and only those who pass 70 points will be included in a potential LTA.**

28.2. The Financial Bid(s) for each of the three LOTs will be opened only for those Bidders, 1) whose Technical Bids for the respective LOT(s) reach a minimum score of 70 points; AND 2) for LOT 1 and LOT 3, whose score for at least one of the proposed the team leaders reaches a minimum score of 70 points; AND 3) 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 of the three LOTs 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.

### **LOT 1: Evaluations of humanitarian assistance**

	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight %	[B] x [C] = [D] Total Points
A	Understanding of the terms of reference (objectives and scope; proposed methodological approach; potential tools to be used/developed for the evaluation)	100		20%	
B	Proposed management structure, including quality assurance mechanisms throughout the evaluation process	100		20%	
C	Team leader profile (up to three proposed team leaders, each will be evaluated separately)	100		30%	
D	Suitability of the expertise and qualifications collectively brought by the proposed evaluation team members' profiles (including team leader)	100		30%	
Grand Total All Criteria		400		100%	

**LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation**

	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight %	[B] x [C] = [D] Total Points
A	Understanding of the nature and scope of work and proposed methodological approach including potential tools to be used/developed for the implementation of the evaluation.	100		20%	
B	Proposed management plan, including quality assurance mechanisms throughout the evaluation process.	100		20%	
C	Team leader(s) / co-team leader profile	100		30%	
D	Suitability of the expertise and qualifications collectively brought by the proposed evaluation team members' profiles (including team leader)	100		30%	
Grand Total All Criteria		400		100%	

**LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights**

	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight %	[B] x [C] = [D] Total Points
A	Understanding of the terms of reference	100		10%	
B	Team leader profile (up to three proposed team leaders, each will be evaluated separately)	100		30%	
C	Suitability of the expertise and qualifications collectively brought by the proposed evaluation team members' profiles (including team leader)	100		40%	
D	Quality assurance mechanisms and project management structure proposed	100		20%	
Grand Total All Criteria		400		100%	

## 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(s) for each LOT will only be evaluated if the Technical Bid for the respective LOT(s) 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 for each of the LOTs is evaluated separately, 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 for each of the LOTs is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

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

**32. Total score (19)**

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

$$\text{Total Score} = 70\% \text{ Technical Score} + 30\% \text{ Financial Score}$$

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

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

33.1. UNFPA intends to award multiple LTA(s) for each of the three LOTs to the Bidders that obtain the highest combined score 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. **Upon the establishment of the LTA for each of the three LOTs with successful Bidder(s), the following secondary Bidding procedures will be followed each time there is a requirement for the services** (noting that UNFPA reserves the right to conduct secondary Bidding in the future through an on-line system):

36.4.1. UNFPA Evaluation Office will notify the LTA holder(s) the planned start date of each evaluation at least 3 months prior to the desired start date of the services so LTA holders can plan their resources accordingly. A Request for Quotation (RFQ) will be sent to all the firms with whom an LTA has been signed for the required goods/services **at least three weeks prior to the desired start date of the services.**

36.4.2. LTA holders will be required to provide a quotation consisting of technical offer and financial offer based on the scope and requirements of the specific project, bearing in mind that the rates cannot exceed the maximum ceiling daily rates in the LTA.

36.4.3. LTA holders will normally be given a **minimum of two weeks** to provide a quotation. Depending on the complexity of the request and the destination, more time may be given.

36.4.4. Quotations will be evaluated based on the highest total score methodology, the total score calculated as the weighted average of the technical and financial score for the specific offer. At the time of issuing the RFQ, the procurement official will provide further details on the evaluation parameters.

36.4.5. Does not apply

36.4.6. UNFPA reserves the right to accept all or part of the Quote.

36.4.7. Does not apply

36.4.8. LTA holders may be requested to quote for goods and/or services not covered by the LTA; these should be clearly identified as non-LTA services in the Quote.

36.4.9. LTA holders invited to secondary Bidding that systematically fail to respond to UNFPA RFQs without valid justification may not continue to be invited to submit Quotes.

### **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)

Please refer to the respective document attached under the Procurement Notice on UNGM

**LOT 1:** Evaluations of humanitarian assistance

**LOT 2:** Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation

**LOT 3:** Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights

**For information and planning purposes only, for bidders bidding for LOT 2:** Terms of Reference for the UNFPA and UNICEF Joint Evaluation of UNFPA/UNICEF Joint Programme on the Abandonment of Female Genital Mutilation: Accelerating Change Phase I and Phase II.

The most current Terms of Reference (ToR) for the evaluation are attached under the Procurement Notice to serve as additional information for bidders bidding for LOT 2. **This joint evaluation is expected to start in March/April 2018.** No action required at this point. However, bidders for this LOT should be aware that should they be awarded an LTA, a secondary bidding request will be issued almost immediately after signing the LTAs. UNFPA reserves the right to make minor adjustments to the provided ToR prior to issuing the secondary bidding request.



## 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 five 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 17-035, 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: Evaluations of humanitarian assistance**
    - ) A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference (objectives and scope; proposed methodological approach; potential tools to be used/developed for the evaluation)
    - ) A detailed description of the proposed management structure, including quality assurance mechanisms throughout the evaluation process
    - ) A detailed description of the suitability of the expertise and qualifications collectively brought by the proposed evaluation team members’ profiles (including team leader)
    - ) Curriculum vitae of the proposed team leader, up to a maximum of three. Each will be evaluated separately.
    - ) Curriculum vitae of each of the proposed evaluators
    - ) SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience.
    - ) Work samples written by each proposed evaluation team member (including sample of a report drafted by the proposed team leader) as an annex to the technical proposal

**b. LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation**

- ) A technical proposal demonstrating the Bidder's of understanding of the nature and scope of work and proposed methodological approach including potential tools to be used/developed for the implementation of the evaluation.
- ) A detailed description of the proposed management structure, including quality assurance mechanisms throughout the evaluation process
- ) A detailed description of the suitability of the expertise and qualifications collectively brought by the proposed evaluation team members' profiles (including team leader/ co-team leader)
- ) Curriculum vitae of the proposed team leader(s)/ co-team leaders
- ) Curriculum vitae of each of the proposed team members
- ) SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE, detailing the Bidder's relevant previous experience.
- ) Work samples written by each proposed evaluation team member including team leader or co-team leaders as an annex to the technical proposal

**c. LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights**

- ) A technical proposal demonstrating the Bidder's of understanding of the nature and scope of work and proposed methodological approach including potential tools to be used/developed for the implementation of the evaluation.
- ) A detailed description of the proposed management structure, including quality assurance mechanisms throughout the evaluation process
- ) A detailed description of the suitability of the expertise and qualifications collectively brought by the proposed evaluation team members' profiles (including team leader)
- ) Curriculum vitae of the proposed team leader(s), up to a maximum of 3. Each will be evaluated separately.
- ) Curriculum vitae of each of the proposed evaluators
- ) SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE, detailing the Bidder's relevant previous experience.
- ) Work samples written by each proposed evaluation team member including team leader as an annex to the technical proposal

Bidder(s) **must not** include any information or indications related to their Financial Bid(s) in their Technical Bid(s). Such action will lead to disqualification of entire Bid.



### SECTION III: GENERAL CONDITIONS OF CONTRACT

(23)

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

<a href="#">Provision of Services</a>	For contract/PO values equivalent or over USD 100,000 covering services	<a href="#">English</a>	<a href="#">French</a>	<a href="#">Spanish</a>
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**SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT**

**(24)**

<b>LTA RATES</b>	The rates charged for the services performed shall not be adjustable.
<b>TRAVEL ARRANGEMENTS</b>	<p>When an LTA holder is selected to work on an evaluation following the secondary bidding procedures described in the RFP documents, after the acceptance of the award (or within a reasonable timeframe) the LTA holder will 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 calculated in the following manner:</p> <ul style="list-style-type: none"> <li>I. Maximum recognizable amount for the purchase of international airfare <ul style="list-style-type: none"> <li>a. Airfare be economy class flight irrespective of the duration of travel and will be selected based on the most direct &amp; economical route.</li> <li>b. For calculation purposes of the recognizable amount for airfare, the itinerary will consider the following: <ul style="list-style-type: none"> <li>i. Departing from the base destination of the selected consultant(s) and arriving at the desired destination one day prior to the expected start date of the field work.</li> <li>ii. Departing from the field work destination the day after the field work is completed and returning to the base destination of the selected consultant(s).</li> </ul> </li> </ul> </li> <li>II. Maximum recognizable amount for the purchase of national airfare. <ul style="list-style-type: none"> <li>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 international airfare</li> </ul> </li> <li>III. Daily subsistence allowance (DSA) <ul style="list-style-type: none"> <li>a. The daily subsistence allowance will be the sum of the UN DSA entitlement for each of the locations in the official itinerary of the field work.</li> <li>b. DSA will be calculated in accordance with the expected duration of stay at each location and, if applicable, will be adjusted to include deductions per UNFPA’s travel policy.</li> <li>c. If internal flights and/or land mobilization is required to move from point of arrival or between different destinations within the country, the DSA would be calculated in accordance to the city in which the consultant(s) is expected to sleep in, and would be eligible from the first landing point required to initiate internal flights and/or land mobilization.</li> </ul> </li> </ul>

	<p>IV. Terminal expenses</p> <p>a. Terminal expenses are meant to cover the costs of getting to and from the airport in relation to international and/or national flights. The terminal expenses are a fixed rate of USD 47.00 per route and are only payable when no official or non-official transport is made available at no cost.</p> <p>V. Other expenses</p> <p>a. Other expenses are expenses not included above which have been officially recognized by the organization and considered necessary for the mission to take place. Visa charges fall under this category. The supplier must inform UNFPA prior to the mission if visa would be needed for any of the travelers and of the amount of the visa charges. If such information is not available prior to mission, it may be considered a reimbursable expense.</p> <p>VI. Cancellations</p> <p>a. In case of a cancellation of the mission by UNFPA after the travel entitlement has been accepted and prior to the mission taking place, the supplier will only be able to claim the maximum recognizable amount for the purchase of airfare. To be eligible to claim this amount, the supplier:</p> <ul style="list-style-type: none"> <li>i. Must have purchased a non-reimbursable airfare prior to the cancellation by UNFPA. In such case, the supplier will be required to submit proof of purchase of the non-reimbursable airfare to be entitled to the maximum recognizable amount.</li> <li>ii. If the supplier purchased a reimbursable airfare prior to the cancellation by UNFPA, UNFPA will reimburse the actual cancellation fee of the airfare up to a maximum amount which would not exceed the maximum recognizable amount for the purchase of airfare.</li> </ul> <p>b. In case of a cancellation of the mission by the supplier after the travel entitlement has been accepted and prior to the mission taking place, the supplier will not be able to claim any amount from the travel entitlement.</p> <p>The travel entitlement will be shared with the supplier at least twenty-one (21) days prior to the actual required travel date and will need to be acknowledged &amp; accepted by the supplier. Once the travel entitlement has been accepted by the supplier, the supplier will be free to select the desired travel itinerary accordingly.</p>
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	<p>The entitlement will not be negotiable without prior written approval of UNFPA.</p>
<p><b>SECURITY ARRANGEMENTS</b></p>	<p>The Contractor shall be fully responsible for the safety and security of its officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor’s “Personnel”) and for the safekeeping of all assets, equipment and supplies in the custody of the Contractor or its Personnel.</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1) Put in place and maintain its own security plan, taking into account the security situation in the country where the Services are being provided;</li> <li>2) Assume all risks and liabilities related to the Contractor’s security, assets entrusted to it by UNFPA and the full implementation of its own security plan.</li> </ol> <p>The Contractor and its Personnel are neither subject to, nor obliged to adhere to the United Nations Security Management policies and procedures, except insofar as they relate to the utilization of UNFPA’s assets, equipment and supplies, or as required to perform the Services under this Contract.</p> <p>UNFPA may lend reasonable assistance, when possible and to the extent feasible, to the Contractor and its Personnel. Any travel or financial assistance provided shall be on a space-available and reimbursable basis.</p> <p>UNFPA may, at its sole discretion, consent to the inclusion of the Contractor and its Personnel in the UNFPA security plan to the extent that it applies within the country where the Services are being provided on the same terms that are offered to implementing partners of UNFPA. Notwithstanding this provision, the Contractor acknowledges and agrees that the UNFPA shall have no obligation to evacuate the Contractor’s Personnel from the country where the Services are being provided in case of emergency or due to security developments.</p> <p>Notwithstanding the foregoing, the Contractor acknowledges and agrees that the UNFPA shall not be liable to the Contractor, or its Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the Contractor shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any safety or security related incident, including without limitation, the death, injury or illness of any personnel, or the loss, damage, destruction, sabotage or theft of any assets, equipment or supplies in the custody of the Contractor or its Personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the Contractor, or any other rights or remedies of the UNFPA, under this Contract.</p>

	<p>Upon the Contractor’s request, UNFPA may provide security advisory information to the Contractor.</p>
<p><b>KEY PERFORMANCE INDICATORS</b></p>	<p>Successful Bidder’s performance will be monitored and evaluated by UNFPA on a 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>Key performance indicators may be modified and/or added during the validity of this contract.</p>
<p><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. 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>
<p><b>REPORTING</b></p>	<p>In addition of any already described condition, for contracts with an annual value greater than USD 200,000, suppliers must provide annual internal control attestation reports prepared by independent auditors based on recognized standards, such as the International Standard on Assurance Engagements (ISAE) 3402, Assurance Reports on Controls at a Service Organization, or the Statement on Standards for Attestation Engagements (SSAE) 16, Reporting on Controls at a Service Organization, to give UNFPA reasonable assurance on the adequacy of the design and operating effectiveness of the controls in place over the services provided to UNFPA. If the services provided to UNFPA are in turn subcontracted by the service provider, attestation reports should also be obtained for the concerned subcontractors.</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: 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

**Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists.**

### (SECTION VI – ANNEX A: BID CONFIRMATION FORM

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

To:	UNFPA Ms. Lilia Velinova	Date:	
		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/USA/RFP/17/035		
<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	

3.1. 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](#).

**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	2012	2013	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	Optional	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 Ms. Lilia Velinova	Date:	
		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/USA/RFP/17/035		

<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**

Date: [Insert Month, Day, Year]

To: UNFPA  
 Marmorvej 51  
 2100 Copenhagen  
 Denmark

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/USA/RFP/17/035 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/USA/RFP/17/035 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.

	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/USA/RFP/17/035

<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	



<b>4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation</b>	
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

For bidders bidding on more than one LOT, this form is to be submitted as part of the technical proposal for each LOT

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 LOT 1

### LOT 1: Evaluations of humanitarian assistance

1. Submit this document in a separate email from the Technical Bid.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If one evaluator covers more than one thematic area, please indicate so on the form.
4. Please indicate the currency of the bid: *(insert currency)*

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only) <sup>5</sup>	Total
<b>1. Professional Fees</b>				
1.	Team Leader		125	
2.	Evaluator (thematic area: Sexual and Reproductive Health)		70	
3.	Evaluator (thematic area: Gender Equality)		70	
4.	Evaluator (thematic area: Population Dynamics)		70	
5.	Evaluator (thematic area: Adolescents and Youth)		70	
6.	Data analyst/researcher		70	
7.	Organization and logistics assistant		30	
8.	Local experts (each)		40	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>2. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
9.	Translation (English to French), including editing		7,500	
10.	Translation (English to Spanish), including editing		7,500	
11.	Editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
12.	Interpretation (English - French)		5	
13.	Interpretation (English - Arabic)		5	
14.	Interpretation (English - Russian)		5	
15.	Interpretation (English Spanish)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 1, financial evaluation purposes only</i></b>				

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

<sup>5</sup> The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA.



## SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 2

### LOT 2: Evaluation services in the field of gender equality and of joint initiatives related to the abandonment of female genital mutilation

9. Submit this document in a separate email from the Technical Bid.
10. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
11. If one evaluator covers more than one thematic area, please indicate so on the form.
12. Please indicate the currency of the bid: **(insert currency)**

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only) <sup>6</sup>	Total
<b>5. Professional Fees</b>				
1.	Team Leader (or two co-team leaders)		190	
2.	Senior thematic experts in FGM and harmful practices		90	
3.	Senior thematic expert in gender equality and on social norm change		90	
4.	Local experts (each)		35	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>6. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
5.	Translation (English to French), including editing		7,500	
6.	Translation (English to Spanish), including editing		7,500	
7.	Professional editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
8.	Interpretation (English - French)		5	
9.	Interpretation (English - Spanish)		5	
10.	Interpretation (English - Portuguese)		5	
11.	Interpretation (English - Arabic)		5	
12.	Interpretation (English – Russian)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 2, financial evaluation purposes only</i></b>				

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

<sup>6</sup> The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA.



## SECTION VI – ANNEX E: PRICE SCHEDULE FORM LOT 3

### LOT 3: Evaluation services in the field of Sexual and Reproductive Health and Reproductive Rights

9. Submit this document in a separate email from the Technical Bid.
10. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
11. If one evaluator covers more than one thematic area, please indicate so on the form.
12. Please indicate the currency of the bid: (insert currency)

Item	Profile	Daily Rate	Number of days (financial evaluation purposes only) <sup>7</sup>	Total
<b>5. Professional Fees</b>				
1.	Team Leader		125	
2.	Evaluator (thematic area: Family Planning)		90	
3.	Evaluator (thematic area: Sexual and Reproductive Health and Rights)		90	
4.	Evaluator (thematic area: Maternal Health)		90	
5.	Evaluator (thematic area: Health Systems of Developing Countries and Humanitarian Settings)		90	
6.	Evaluator (thematic area: Health Logistics and Procurement)		90	
7.	Evaluator (thematic area: Gender and Human Rights)		90	
8.	Data analyst/researcher		45	
9.	Organization and logistics assistant		30	
10.	Local experts		90	
<i>Total Professional Fees, financial evaluation purposes only</i>				
<b>6. Auxiliary services</b>				
Item	Service	Rate per 1,000 words	Number of words (financial evaluation purposes only)	Total
11.	Translation (English to French), including editing		7,500	
12.	Translation (English to Spanish), including editing		7,500	
13.	Editing of English-language documents		7,500	
Item	Service	Daily rate	Number of days (financial evaluation purposes only)	Total
14.	Interpretation (English - French)		5	
15.	Interpretation (English - Spanish)		5	
16.	Interpretation (English - Arabic)		5	
17.	Interpretation (English - Russian)		5	
18.	Interpretation (English - Chinese)		5	
<i>Total Auxiliary Services, financial evaluation purposes only</i>				
<b><i>Total Price LOT 3, financial evaluation purposes only</i></b>				

Signature and stamp of the Bidder:	
Name:	
Title:	

<sup>7</sup> The number of days/words is provided in the Price Schedule for the sole purpose of facilitating financial evaluation of the bids. It is not to be construed as a purchase commitment, or as an indication of purchase volume under the LTA.



Name of Company:	
Telephone:	
Email:	



## SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

Date: *[insert date (as month, day, and year) of Bid Submission]*  
UNFPA/CCC/RFP/YY/NNN

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information  Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties

## 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 for each of the LOTs you are bidding on?	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form for each of the LOTs you are bidding on?	SECTION VI – ANNEX E: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause 14 & 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		
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)	Section I: Instructions to Bidders, clause 20.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX B: BID SUBMISSION FORM		
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?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e., <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>	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's managerial capability? <ul style="list-style-type: none"> <li>- Details of company's managerial structure.</li> <li>- Quality assurance systems in place.</li> </ul>	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats?	Section I: Instructions to Bidders, clauses 17 & 18		



## 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>